



Northwest Iowa
Community College

603 West Park Street
Sheldon, Iowa 51201

Phone 712-324-5061 or
800-352-4907

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NEWS RELEASE

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when received.*

Northwest Iowa Community College to Offer Microsoft Word 2013 Level One Course

Northwest Iowa Community College is offering this hands-on course to take the student who has a basic knowledge of the computer to the next level by learning the different tools and features in Microsoft Word 2013. Students will use formatting, inserting, styles, backgrounds, graphics and other features to create business and personal letters and to design a simple flyer and newsletter. Also included will be how to print letters, envelopes and labels and how to include headers, footers, and page numbering.

Class information:

- 2 sessions on Mondays, April 27 and May 4 from 12:30- 4:30 pm at Sioux Center Library Computer Lab, Course #44729 **OR**
2 sessions on Wednesdays, April 29 and May 6 from 5:30 – 9:30 pm at Northwest Iowa Community College, Room 514H, Course #44728
- Cost: \$59
- Instructor: Twyla Vogel

Twyla serves as the Northwest Iowa Community College Continuing Education Business Coordinator. She has a Master of Business Administration degree from the University of Sioux Falls and is certified as a Microsoft Office Specialist. Twyla has many years of experience working with financial businesses and in teaching both basic and customized computer training for area businesses and individuals.

To register: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.